

# National Foot Care Program, Inc. (in Liquidation)

## PROOF OF CLAIM INSTRUCTIONS

### National Foot Care Program, Inc. (in Liquidation)

**YOUR PROOF OF CLAIM MUST BE FILED IN ACCORDANCE WITH THESE INSTRUCTIONS AND POSTMARKED NO LATER THAN JUNE 14, 2008 (THE BAR DATE) FOR YOU TO PARTICIPATE IN THE DISTRIBUTION OF NATIONAL FOOT CARE'S ASSETS. FAILURE TO TIMELY RETURN THE COMPLETED PROOF OF CLAIM FORM IN ACCORDANCE WITH THESE INSTRUCTIONS WILL RESULT IN DENIAL OF YOUR CLAIM.**

1. General Instructions. Please print legibly in ink or type. All blanks must be completed; if requested information is not available, please mark the blank "not available." You must attach to your Proof of Claim all supporting documents, contracts and invoices. If documentation is voluminous, please attach a summary. If you have more than one claim, a Proof of Claim form must be completed and submitted for each claim. **Retain a copy of your Proof of Claim form and any supporting documents that you submit. You may wish to keep proof of mailing or delivery as well.**
2. Additional Pages. If the space provided for any item is inadequate, note "continued" in the appropriate place(s) and continue the item(s), preceded by the item number, on an additional 8½ x 11 inch sheet of paper. Be sure to attach securely all additional pages to the form before filing.
3. Setoffs or Counterclaims. Enter the amount of all payments or debts, if any, which you currently owe to National Foot Care Program, Inc.
4. Signatures. All claims must be verified to be true and correct by the claimant or someone authorized to act on the claimant's behalf and having knowledge of the facts. **KNOWINGLY PRESENTING A FALSE CLAIM MAY RESULT IN THE IMPOSITION OF CRIMINAL PENALTIES.**
5. Change of Address. You are required to notify the Liquidator of address changes. If changes are made to any payee information, attach a W-9 form. Failure to do this may jeopardize your chance of receiving a recovery from National Foot Care Program, Inc.
6. Claim Processing Procedures: Claims will be adjudicated in accordance with National Foot Care Program, Inc.'s business rules, provider manual, provider contracts, the Certificate of Coverage approved by the Michigan Office of Financial and Insurance Services for National Foot Care individual employer groups, and the Order of Liquidation. Appeal guidelines are outlined in paragraph B., below. **PROVIDERS ARE PROHIBITED BY LAW AND BY THE ORDER OF LIQUIDATION FROM BILLING MEMBERS DIRECTLY.**
7. Deadline (Bar Date) and Where to File the Proof of Claim. The completed and signed Proof of Claim Form must be filed with the Liquidator by first class mail on or before **JUNE 14, 2008. Overnight send to: Suite 1518, 17117 W. Nine Mile Rd., Southfield, MI 48075.** For first class mail, send to the following address:

**National Foot Care Program, Inc.  
P.O. Box 760547  
Lathrup Village, MI 48076**

**Inquiries:**

- Fax: 248-423-1077
- E-Mail links: [proofofclaim@nationalfootcare.com](mailto:proofofclaim@nationalfootcare.com)
- Phone: 1-800-922-1695
- 248-559-2579

### Claim Determination Process and Timing

- A. Upon receipt of your Proof of Claim, the Liquidator will attempt to determine and notify you within ninety (90) days of receiving your Proof of Claim whether the claim is denied or allowed and, if allowed, the amount allowed. The Liquidator may request the claimant to present information or evidence supplementary to that required by these Instructions and the Proof of Claim Form at any time and may take testimony under oath, require production of affidavits or depositions, or otherwise obtain additional information or evidence in determining the validity and/or amount of any claim.
- B. If the claimant objects to the Liquidator's Proof of Claim determination, the claimant must file an appeal with the Liquidator within sixty (60) days after the date the notice of claim determination is mailed. The appeal should include all additional information relevant to reconsideration of the Proof of Claim. If the Liquidator does not alter his denial of the claim, the Liquidator shall ask the Court for a hearing as soon as practicable and shall notify the claimant not less than ten (10) nor more than thirty (30) days before the date of the hearing for Court determination of the claim.
- C. After the total amount of all allowed claims against the estate is determined, and in accordance with their priority level for distribution pursuant to Michigan law, the Court will then approve payment of those claims based on the available funds remaining in the estate. The Liquidator will not know the amount to be paid on an individual claim until all claims are evaluated and all available assets of the estate are recovered.

**NOTE:** The Liquidator's acceptance of a Proof of Claim does not constitute a waiver or relinquishment by the Liquidator of any defense, setoff, or counterclaim that may exist against any person, entity or governmental agency regarding any actions pursued or defended by the Liquidator on behalf of National Foot Care Program, Inc., its members, providers, claimants and/or creditors.